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MEMORANDUM FOR: Deputy Director (Administration) ✓  
Assistant Director for Personnel  
Assistant Director for Communications  
Director of Training

SUBJECT: Coordination of Administrative Support for the  
Clandestine Services

REFERENCES: (a) Memorandum from the DCI, subj: "Organization of CIA  
Clandestine Services," dtd 15 July 1952, with attach.

(b) TS Document No. 93979, Series B, dated 23 April 1954

1. In carrying out the provisions of paragraph 5, reference (b), it is requested that the principle established in paragraph 2.d.(5) of reference (a) and footnote on the attachment thereto, which are quoted below, be followed:

a. "Chief of Administration. A qualified Administrative Officer serving on the staff of the Deputy Director (Plans). Responsible to DD/P for insuring adequate support in trained personnel, equipment, funds, transportation, communications, facilities and services for all clandestine activities."

b. "The Deputy Director (Administration), Assistant Director for Communications, and the Director of Training will provide to the Deputy Director (Plans) adequate support, consistent with other requirements of the Agency, in trained personnel, equipment, funds, transportation, communications, facilities and services for all clandestine activities and, to this end, continuous liaison between these Officers and the Chief of Administration for the Deputy Director (Plans) will be maintained."

2. My Chief of Administration continues to be the point of contact within the Clandestine Services for the channeling and coordination of all administrative support matters involving activities outside the Clandestine Services, and is charged as my personal representative to carry out the functions assigned to him by the DCI in reference (a).

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FRANK G. WISNER  
Deputy Director (Plans)

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